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**Application Template**

**Basic Information**

* Organization name
* Organization address
* Application date
* Authorized representative(s)
* CVs of key personnel who will carry out project activities, detailing previous experience and expertise on the training topics and approaches
* Names of at least four key personnel in leadership roles in the organization (such as Chief Financial Officer, Executive Director, Chairman of the Board, Program Manager, etc.)
* How did you hear about this funding opportunity?

Organization registration number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Please note: If you are applying as a group, please list the name and registration number of the organization who will be the primary recipient of the subaward.)

**Organization Mission**

Please list the mission of your organization. This does not have to be related to the contract, specifically, but should reflect your values and commitment to the community.

**Political Context**

Provide a brief political overview of the challenges and opportunities for election monitoring in Papua New Guinea.

**Project Approach**

Please provide a detailed list of activities you will undertake as part of this project.

Sample activities:

* Recruiting and training long-term campaign observers and election day citizen observers
* Conducting election observation
* Assessing election observation findings and developing recommendations
* Writing a final report on observation findings and recommendations
* Disseminating recommendations to relevant stakeholders

Be specific: describe the expertise you can provide in recruiting, training and deploying citizen observers; analyzing observation findings; and your access to and plans to engage stakeholders.

The safety of all partners and project participants is paramount to NDI. Due to the continuous challenges posed by COVID-19, the project activities will be designed to account for local COVID-19 prevention guidelines and NDI policies in effect at the time when the activity is scheduled to take place.

**Past Projects and Experience**

Please provide a list of previous projects the organization has worked on relevant to the scope of this program, and how those projects were funded. Please list all relevant projects within the last three years.

In this section, please include the names of at least two contacts that can speak to your past work experience in election monitoring.

**Budget**

Please provide a proposed detailed budget and corresponding budget notes for all project activities, inclusive of all expenses (for example, staff time, office supplies cost, workshops, travel, etc.).

**Project Overview and Timeline**

Provide a timeline demonstrating how your organization would implement a long-term observer program, using the sample table below as a guide. For each activity, please mark the necessary number of boxes to indicate its duration.

Please include all important elements of the program implementation in the list of activities. Please add more rows if needed for additional activities.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Month 1 | Month2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 |
| Activity 1 |  |  |  |  |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |  |  |  |  |
| Activity 3 |  |  |  |  |  |  |  |  |  |
| Activity 4 |  |  |  |  |  |  |  |  |  |

**Disclosure and Certification**

Please provide disclosure of any known past, present or future relationships with any parties associated with NDI. For example, applicants should disclose if a member of their Board is also a member of NDI's Board currently or in the past, or if they are affiliated (such as a board member, current/past employee or family member, volunteer, etc.) with a civil society organization that is a current, past or planned recipient of NDI funding.

Please also certify in this section that the prices offered were arrived at independently and without the purpose of restricting competition with other applicants, including but not limited to subsidiaries and that prices have not been and will not be knowingly disclosed to any other applicant unless required by law.

Failure to comply with these requirements may result in NDI having to re-evaluate the selection of a potential application.